



# Deputy District Attorney

**\$75,142.56 to \$147,410.28 DOQ**

**Open Until Filled**



Astoria and the Astoria/Megler Bridge viewed from the top of the Astoria Column.



The Astoria/Megler bridge and a signature sunset.

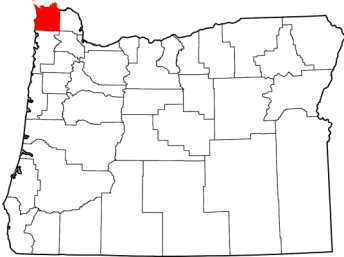


Iconic Haystack Rock, Cannon Beach, Oregon.

*Clatsop County is an Affirmative Action/Equal Opportunity Employer.*

## THE REGION

Clatsop County occupies the northwest corner of Oregon bounded to the north by the Columbia River and to the west by the Pacific Ocean. Named for the Clatsop Indians, Clatsop County is rich in history, scenery and opportunity.



Lewis and Clark's Corps of Discovery made this place their winter home in 1805-06 before starting their journey back East, and the Fort Clatsop National Historical Park draws thousands of visitors every year. Other area landmarks and attractions include Fort Stevens State Park, the Columbia River Maritime Museum, the Astoria Column, Haystack Rock in scenic Cannon Beach, and Saddle Mountain, to name a few.

Ocean beaches, secluded coves, dense rainforests, mountains, rivers and streams make the County and its rugged coastline a major recreation center. Broad sandy beaches offer beachcombing, clamming for a Northwest favorite, razor clams, fishing for salmon, steelhead and trout, camping, hiking and quiet escapes. State parks and waysides provide miles of hiking and bicycle trails, wildlife viewing, scenic viewpoints, picnic sites and campgrounds, and all this is within just a few hours drive to the great Cascade Range, where you will find some of the world's premier skiing destinations.

## CLATSOP COUNTY

With its rich history, it's no surprise that Astoria, the County seat, is Oregon's oldest city and the oldest American settlement west of the Rockies. When you want a big-city getaway, it's a two-hour drive to Oregon's largest metropolis and cultural center, Portland.

Clatsop County's primary industries are forestry, fishery (one of the principal marine fishery regions of Oregon), recreation and tourism.

Clatsop County offers excellent schools in well-supported school districts and a community college servicing the County's 37,300 residents and more.

## COUNTY GOVERNMENT

The first Clatsop County government dates to the 1840s. Today Clatsop County is one of nine Home Rule counties in Oregon. Five non-partisan elected Commissioners set policy and appoint a full-time County Manager, who is responsible for daily operations. The Sheriff and District Attorney positions are also elected.

County services are provided through seven departments: County Governance (County Manager), Assessment and Taxation, Budget and Finance, County Clerk, Juvenile, Public Health, Public Works,



and the District Attorney and Sheriff's Offices. The county also administers a road district, a rural law enforcement district, and a local sewer district.

Clatsop County's 2022-23 budget is \$110,216,520, with a general fund of 34,819,360. The workforce totals 243 FTE. A long-term financial plan provides guidance for maintaining the county's financial health and accountability. It ensures that the county maintains adequate reserves, that fees cover costs for services and that new revenue sources are explored.

Clatsop County also applies performance-based budgeting to assess the effectiveness of departments' programs and services and point out where improvements can be made.



## **THE POSITION**

As a Deputy District Attorney, you will perform professional legal work in investigations, prepare and present cases prosecuted by the District Attorney within Circuit Court depending on experience and qualifications.

Your skills and experience must include:

- Extensive knowledge of Oregon criminal law
- In-depth knowledge of the rules of evidence
- Mastery of legal practices, terminology, legal and court procedures
- Extensive knowledge of investigative techniques

## **ESSENTIAL FUNCTIONS**

Our ideal candidate will work with the District Attorney and support staff to:

- Prepare and present cases for trial in Circuit Court which include reviewing the case, determining if the investigation is complete, interviewing and selecting appropriate witnesses, conducting legal research, preparing witnesses to present testimony, conducting direct and cross-examination, and drafting legal documents.
- Perform intake procedures which includes reviewing incoming police reports and determining which charges, if any, will be filed and against whom on behalf of the District Attorney.
- Prepare for, appear at, and represent the State of Oregon at various non-trial court appearances including, but not limited to arraignments, release hearings, restitution hearings, plea and sentencing hearings, probation revocation and modification proceedings, as well as show cause, mental, and juvenile hearings.
- Negotiate potential case resolutions with defense counsel and defendants as appropriate, in accordance with facts, laws and departmental policy.
- Follow all safety rules and procedures as established for work areas.
- May attend and appear before Grand Jury to present cases and prepare indictments as directed.



- In addition, the Deputy District Attorney II provides training, advice and suggestions to lower classified Deputy District Attorneys regarding procedures, strategies, etc.

## **AUXILIARY FUNCTIONS**

Both the Deputy District Attorneys II and III discuss criminal procedures with law enforcement officers designed to improve procedures for arrests, searches, seizures, etc., and coordinate work activities with other departmental personnel.

In addition, the Deputy District Attorney III provides instruction to law enforcement agencies in search warrants and DUIs and assists in death investigations



## **QUALIFICATIONS**

### **Mandatory Requirements:**

- Doctor of Jurisprudence degree.
- Admittance to the Oregon State Bar.
- Extensive knowledge of Oregon criminal law.
- In-depth knowledge of the rules of evidence
- Mastery of legal practices, terminology, legal and court procedures.
- Extensive knowledge of investigative techniques.
- Excellent written and verbal communication skills.

### **Desirable Qualifications:**

- Experience in felony prosecution.
- One to two years as prosecuting attorney a plus.
- Resident of Oregon.
- Proficiency in Spanish.

## **TO APPLY**

**This position is open until filled.**

Visit [www.co.clatsop.or.us/hr](http://www.co.clatsop.or.us/hr), Career Opportunities, to apply.

Your online application should include the following supplemental documents:

- Cover Letter
- Resume
- Contact information from
  - ⇒ Two supervisors
  - ⇒ Two colleagues

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## **COMPENSATION**

*Annual Salary Range \$75,142.56 to \$147,410.28 (DOQ) + excellent benefits including PERS*

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